

**Center for Educational Performance and Information**  
**MEIS Security Agreement to Access the**  
**Title I Supplemental Educational Services (SES) Application**  
**DISTRICT or SCHOOL LEVEL**

**Step 1.** ISD Code: \_\_\_\_\_ ISD Name: \_\_\_\_\_

District Code: \_\_\_\_\_ District Name: \_\_\_\_\_

**Step 2.** The Title I SES Application allows schools to enter supplemental services information for their students. Enter the name of the designated individual whom the superintendent/PSA chief administrator authorizes to view and enter information into the Title I SES Application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone Number

**Step 3.** Select the level of access you are requesting (Select ONE box only):

☐

**District Level:** View and edit school data. Select provider list. Skip to Step 5 below.

☐

**School Level:** View and edit school level data for buildings indicated in Step 4 below.

**Step 4. (School Level only)** List the LEA or PSA building and school code for each of the schools/facilities you wish to view data reports.

**School/Facility Name** (Please use additional sheets as necessary.)

**School/Facility Code**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the authorized individual: If you already have an MEIS account, go to Step 4. If you do not already have an MEIS account number, use Internet Explorer to access the Internet and go to the following URL: [www.michigan.gov/meis](http://www.michigan.gov/meis). Click on the MEIS logo. On the next screen click on **"Create an MEIS Account."**

**Step 5.** Authorized MEIS Account Number (e.g., A1234567): \_\_\_\_\_

Authorized MEIS Account Login Name (e.g., smithjan): \_\_\_\_\_

**NOTE:** If you are replacing a formerly authorized individual, please download and complete an MEIS Authorized User Removal Request Form. This document can be downloaded from the ADR Security Agreements Web page. Go to [www.mi.gov/cepi](http://www.mi.gov/cepi). From the left sidebar, click on "MEIS Data Services" then "Administrator Data Review." Click on "Removing a MEIS Authorized User."

**Step 6.** For the individual to be authorized: *Please sign below.*

CEPI requires that you agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99), as well as the Privacy Act of 1974 governing records maintained on individuals. You may access a copy of FERPA from [http://www.michigan.gov/documents/FERPA\\_34CFR99\\_119434\\_7.pdf](http://www.michigan.gov/documents/FERPA_34CFR99_119434_7.pdf) and the Privacy Act from <http://www.usdoj.gov/foia/privstat.htm>.

By signing this agreement, I agree to comply with the requirements of FERPA and the Privacy Act of 1974.

\_\_\_\_\_  
**Signature of Individual to be Authorized**

\_\_\_\_\_  
Date

**Step 7.** For the superintendent/PSA chief administrator: *Please Sign Below.*

I attest that the above-named individual is authorized by me to view and download education data reports at the appropriate level as indicated above.

\_\_\_\_\_  
Name of District/Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Signature of Superintendent/PSA Chief Administrator**

\_\_\_\_\_  
**Name and Printed Title**

**Step 8. Mail or fax this form to:** DIT Client Service Center  
235 S. Grand, Suite 304  
Lansing, Michigan 48913

**Fax #: (517) 241-8439**  
**E-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)**